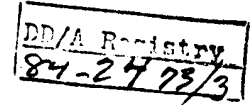


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OIS 84-420

7 September 1984

MEMORANDUM FOR: Deputy Director for Administration

STAT ATTENTION: [redacted]
Planning Officer, DASTAT FROM: [redacted]
Director of Information ServicesSUBJECT: New Requirement for DS&T's Research and Development
Program--Development of a Records Disposition SystemREFERENCE: DDA multiple addressee memorandum dated 14 Aug 1984 title
FY 1987 Research and Development Program (DDA 84-2423)

1. The Office of Information Services proposes that the first phase an information management and security requirement be included in the DS&T FY 1987 research and development program.

2. The first-phase requirement is for the development of an expert knowledge-based system to help Information Services Centers, registries, and other document control points with front-end records disposition; that is, a system that will provide a determination as to which record series and file document belongs. Knowing the record series provides information as to whether a document is permanent (to be eventually transferred to the National Archives and Records Service [NARS]) or temporary (to be destroyed at a time specified by NARS in records control schedules); knowing the file identifies the record series and component(s) to which a document belongs. (As stated in the next paragraph, file identification could also be used to determine which individuals within components are authorized access to a document.) Currently there are hundreds of records series and hundreds of thousands of files that fall under these records series. Due to the volume of material and the complexity of disposition instructions, determining the disposition of the vast majority of documents without benefit of a front-end system is exceedingly difficult, a time-consuming process that often cannot be accomplished without periodic file reviews.

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3. Fulfilling the first-phase requirement, in conjunction with obtaining and inputting the massive amount of information needed to make the system viable, would provide the basis for the further development of an "electronic document information management and security system." As conceptualized now, this system, a text-understanding system, would support the digital storage of the vast majority of the very large number of documents handled and processed in the registries supported by the MI Care Sub-group by automating the disposition, routing, and control functions. It is expected that the system would eventually free most personnel in MI registries to perform higher-level information management functions. In addition, using component-originated access lists developed for documents within selected files or series of files, it is expected that the system would restrict to designated individuals the ability to (a) access, (b) print, or (c) modify data. The system should also record the identity of each individual who has had access or attempts access without authorization or the appropriate clearances. In summary the completed system, in conjunction with the changes to existing document handling practices necessary for its implementation, would:

Provide for automatic records disposition (the systematic purge of unneeded data from Agency information handling systems).

Support electronic document storage and life-cycle management.

Automate the "routing" or component access process.

Provide the capability to restrict access of data to individuals on a need-to-know basis.

Provide the capability to restrict printing of data to designated individuals.

Provide the capability to restrict the modification of data to designated individuals.

Record the identity of each individual who accesses, prints, or modifies data.

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Record the identity of each unauthorized individual who attempts to access, print, or modify data.

Free most MI registry personnel for other duties.

STAT 4. For additional information concerning the above, please contact c
Planning Officer,

Electronically transmitted
/s/

STAT

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